

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0002/0004		B. EXHIBIT A		C. CATEGORY TDP _____ TM _____ OTHER _____ MISC _____			
D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD			
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM SCIENTIFIC AND TECHNICAL REPORTS			3. SUBTITLE SEE BLOCK 16			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711A		5. CONTRACT REFERENCE SEE BLOCK 16		6. REQUIRING OFFICE AFCEE/E*			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED A	10. FREQUENCY BLK16	12. DATE OF FIRST SUBMISSION BLOCK 16	14. DISTRIBUTION			
8. APP CODE A		11. AS OF DATE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16	a. ADDRESSEE		b. COPIES	
						Final Reg Repro	
16. REMARKS Blocks 3, 4, 5 and 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				AFCEE/*			
				AFCEE/MSCD		LT	LT
				HSW/PKV*		0	
				DCMA			LT
				SEE BLOCK 16			
15. TOTAL →				0			
G. PREPARED BY BUCK, KATHY		H. DATE	I. APPROVED BY SEE BLOCK 16		J. DATE		
17. PRICE GROUP N/A		18. ESTIMATED TOTAL PRICE NSP			(COMPUTER GENERATED)		

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1. TITLE		2. IDENTIFICATION NUMBER	
Scientific and Technical Reports		DI-MISC-80711A	
3. DESCRIPTION/PURPOSE			
<p>3.1 Scientific and Technical Reports document and disseminate the precise nature and results of analytical studies, research, development, test and evaluation (RDT&E) on an assigned task(s) to the analytical, scientific, technical and management community. Scientific and Technical Reports, may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical problems.</p>			
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
20000121	I/DD	X	
7. APPLICATION/INTERRELATIONSHIP			
<p>7.1 This DID contains the format requirements and preparation instructions for the information product generated by the specific and discrete task requirement as delineated in the contract.</p> <p>7.2 This DID is applicable to the elements, organization and design of technical publications.</p> <p>7.3 This DID supersedes UDI-S-23272C, DI-S-4057, DI-S-3591A, and DI-MISC-80711.</p> <p>7.4 Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd., Ste. 0944, Ft. Belvoir, VA 22060-6218</p>			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSQ NUMBER
		SF 298	L7382
10. PREPARATION INSTRUCTIONS			
<p>10.1 <u>Reference document</u>. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.</p> <p>10.2 Document format shall be in accordance with ANSI/NISO Z39.18 Scientific and Technical Reports -- Elements, Organization, and Design.</p> <p>10.3 Document content shall be clearly written, describe accomplishments and other facts adequately with no technical errors, and be acceptable for release. If marked unclassified, unlimited, they should be accompanied by a letter certifying that the documents have been cleared for public release and sale, to include foreign nationals.</p>			
11. DISTRIBUTION STATEMENT			
Distribution Statement A: Approved for public release; distribution is unlimited.			

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE REPORT, PRODUCTION OR DELIVERY PROBLEM(s)		1. IDENTIFICATION NUMBER DI-MGMT- 81178		
3. DESCRIPTION / PURPOSE 3.1 The report is used to inform the procuring activity of crises which have developed, or are developing, and which have the potential to stop, interrupt or severely impact the production or delivery of contract and items. (continued on page 2)				
4. APPROVAL DATE YYMMDD 910328	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SEA 06D32	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION / INTERRELATIONSHIP 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to the acquisition of both hardware and software systems, subsystems, components and equipment. It may be applied to any contract covering the acquisition of supplies/services, the delivery of which, if stopped (continued on page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER N6094
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The report shall be in contractor format. 10.2 <u>Content</u> . The report shall contain the following: 10.2.1 <u>Identification</u> . The first page of the report shall contain the following: a. Identification of the system/component/program/project/hull/activity involved. b. Contract Number. c. Preparing activity. d. Serial/identification number (assigned by the preparing activity), and the date. e. Security classification, when required. 10.2.2 <u>Body of Report</u> . The report shall contain a complete, but concise, explanation as to the nature and cause of the crisis or problem and the current or potential impact on contract and item production, delivery, cost or scheduling. In addition, the report shall include the following as applicable and appropriate: (continued on page 2)				
11. DISTRIBUTION STATEMENT <u>Distribution Statement A</u> : Approved for public release; distribution is limited.				

Block 3, DESCRIPTION/PURPOSE (continued)

3.2 Examples of such crises are: accidents, strikes, subcontractor or vendor difficulties or slippage, shortage of material, transportation tie-ups, or other potential bottlenecks which may impact contract and item production or delivery.

Block 7, APPLICATION/INTERRELATIONSHIP (continued)

or interrupted, will adversely effect a military program, project or operation, or the construction, conversion, overhaul, alteration or maintenance of military ships, systems or equipment.

Block 10, PREPARATION INSTRUCTIONS (continued)

- a. Action(s) Taken. Describe contractor action(s) taken to remedy the crisis or problem. If no contractor action has been taken, provide a brief explanation.
- b. Action(s) Required. Clearly indicate the action(s) required, the date by which the action is required, and the responsible party, e.g., contractor, procuring activity, other agency or activity.
- c. Revised Data. Revised/updated production, delivery, cost or scheduling data should be provided, if available.
- d. Contractor Recommendations. Delineate contractor recommendation(s), if any, to solve the current crisis or problem, to prevent a recurrence, or for procuring activity follow-up.
- e. Appendices. Tables, references, charts or other descriptive material or information that will clarify the crisis or problem, or that will support the rationale for contractor recommendations, if any, should be provided as appendices. Each appendix shall be identified and referenced in the appropriate area of the report.

10.2.3 Report Preparer. Name and telephone number of the person(s) preparing the report.

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D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD				
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM ENVIRONMENTAL PERMITS		3. SUBTITLE N/A				
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-81274		5. CONTRACT REFERENCE SOW PARA 4.8, 6.2.2 F		6. REQUIRING OFFICE AFCEE/E*				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED A		10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16		
8. APP CODE N/A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		14. DISTRIBUTION		
16. REMARKS Block 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				a. ADDRESSEE		b. COPIES		
						<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Draft</div> <div style="text-align: center;">Final</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div style="text-align: center;">Reg</div> <div style="text-align: center;">Repro</div> </div>		
				AFCEE/*		0		
				AFCEE/MSC/D		0	LT	
				HSW/PKV*		0		
				DCMA		0	LT	
				SEE BLOCK 16				
				15. TOTAL →				0
G. PREPARED BY BUCK, KATHY		H. DATE		I. APPROVED BY SEE BLOCK 16		J. DATE		
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1. TITLE ENVIRONMENTAL PERMITS		2. IDENTIFICATION NUMBER DI-MISC-81274	
3. DESCRIPTION/PURPOSE <p>3.1 This data identifies specific environmental permitting applications required for proposed Government actions. Applications prepared will be submitted as specified for processing.</p> <p>3.2 This data will be used as authority to construct or operate sites.</p>			
4. APPROVAL DATE (YYMMDD) 920724	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFSPACECOM-CEPV	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP <p>7.1 The Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.</p> <p>7.2 Applicable to all contracts requiring environmental permit responsibilities as delineated in the contract.</p>			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER F6760	
10. PREPARATION INSTRUCTIONS <p>10.1 <u>Format</u>. Format shall be as specified in rules and regulations of Environmental Protection Agency (EPA), State, Local and Regional Districts.</p> <p>10.2 <u>Content</u>. Permits shall be prepared as follows:</p> <p>10.2.1 <u>Authority to Construct (ATC) Permits</u>: In accordance with the rules and regulations of the EPA, State, Local, and Regional districts.</p> <p>10.2.2 <u>Permits to Operate</u>: In accordance with the rules and regulations of the EPA, State, Local, and Regional districts.</p> <p>10.2.3 <u>Specific Permits</u>: Required environmental permits shall include the following, as applicable: air emissions, dredge and fill, stormwater, domestic wastewater, industrial wastewater, potable water, water wells, solid waste, and hazardous waste.</p>			
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D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD			
1. DATA ITEM NO. A004		2. TITLE OF DATA ITEM ENVIRONMENTAL CLEANUP PLAN		3. SUBTITLE PROJECT ACTIVITIES (WORK PLAN)			
4. AUTHORITY (Data Acquisition Document No.) DI-BNVR-81377		5. CONTRACT REFERENCE SOW PARA 6.1, 6.2.1		6. REQUIRING OFFICE AFCEE/E*			
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED A		10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16	
8. APP CODE A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		14. DISTRIBUTION	
16. REMARKS Block 4: DID Tailoring - will be specified in each task order. Block 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				a. ADDRESSEE		b. COPIES	
				AFCEE/E*			
				AFCEE/MSCD		LT LT	
				HSW/PKV*		0	
				DCMA		LT	
				SEE BLOCK 16			
				15. TOTAL →		0	
G. PREPARED BY BUCK, KATHY		H. DATE		I. APPROVED BY SEE BLOCK 16		J. DATE	
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1. TITLE		2. IDENTIFICATION NUMBER		
Environmental Cleanup Plan		DI-ENVR-81377		
3. DESCRIPTION / PURPOSE				
<p>3.1 The environmental cleanup plan <u>baseline</u>s existing conditions and describes the methods and procedures that will be used to bring sites into compliance with environmental regulations.</p> <p>3.2 The plan is used by the government to assess the level of effort required to clean up a site and evaluate the <u>adequacy</u> of the approach.</p>				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
931216	FIAFCEE-ESK			
7. APPLICATION / INTERRELATIONSHIP				
<p>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.</p> <p>7.2 This DID is applicable to the acquisition of environmental services.</p>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
			F6976	
10. PREPARATION INSTRUCTIONS				
<p>10.1 <u>Format</u>. Contractor format acceptable.</p> <p>10.2 <u>Content requirements</u>. The plan shall include:</p> <p>10.2.1 <u>Site background</u>.</p> <p>a. Site description and history.</p> <p>b. Previous investigations summary.</p> <p>c. Previous analytical results and recommendations.</p> <p>10.2.2 <u>Project activities</u>.</p> <p>a. List of overall objectives.</p> <p>b. Scope of work.</p> <p>c. Scheduling and time management.</p> <p>d. Resources management.</p> <p>e. Residual and waste management objectives.</p> <p>f. Record keeping and reporting.</p> <p>g. Data quality and submittal requirements.</p>				
(Continued on Page 2)				
11. DISTRIBUTION				
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Block 10, Preparation Instructions (Continued)

10.2.3 Remediation management.

- a. Cleanup goals and how established.
- b. References to content of records of decision, written agreements, memorandum of understanding, and consent decrees.
- c. Schedule constraints.
- d. Subcontractor activities.
- e. Regulatory agency involvement.
- f. Milestones and other measures of performance.

10.2.4 Siting analysis.

- a. Display of surficial geologic and topographic features within a specified radius from the site.
- b. Identification of buildings, roads, utilities, pipelines, hospitals, schools, residences and other prominent features.
- c. A topographic map and cross sectional projectors showing extent of contaminated areas. Two intersecting cross sections shall describe subsurface hydrogeologic conditions and contamination at the mapped scale.
- d. Estimates of contaminated material volume and contaminant concentrations.
- e. Site map with existing and projected surface contours and areas to be cleared, excavated and graded. Estimates of volumes for each operation shall be included.
- f. Locations of remedial equipment, staging areas, exclusion zones, transportation routes, utility hookups, pipelines, and security shall be provided.
- g. Denote identification of alternate locations and analysis of related problems that may affect siting, considering site geology, hydrology, climate, and contaminant migration pathways.
- h. Permit and record keeping requirements.
- i. Estimated costs for transportation and disposal.
- j. Transportation routes.
- k. Off-site disposal facilities capabilities for managing contaminated materials.

10.2.5 Site preparation.

- a. Site clearance procedures.
- b. Site ground preparation.
- c. Site utility requirements.
- d. Availability of contaminated material facilities.

10.2.6 Bench-scale test planning.

- a. Bench-scale study objectives.
- b. Test specifications and procedures.
- c. Analyses and use of test results.
- d. Quality assurance measures.
- e. Location of test equipment and materials.
- f. Applicable technology description.
- g. Test scheduling.
- h. Recording and reporting test results.

Block 10, Preparation Instructions (Continued)

10.2.7 Site security.

- a. Use and maintenance of security equipment.
- b. Standard security operating procedures.
- c. Security measures.
- d. Procedures implemented to detect any violations of security measures.
- e. Personnel responses to security violations.

10.2.8 Air modeling and monitoring.

- a. Air contaminants of concern.
- b. Meteorological history and conditions.
- c. Description of air modeling tool utilization, assumptions, and theory.
- d. Descriptions and applications of measurement and detection equipment.
- e. Frequency of monitoring.

10.2.9 Surface water management.

- a. Storm water run-off planning and controls.
- b. List of potential contaminants.
- c. Prevention measures and response procedures to contamination release.
- d. Potential contaminant release pathways.
- e. Water balance determination and analysis.
- f. Opportunities for treated surface water reuse.

10.2.10 Ground water management.

- a. Ground water management and controls.
- b. Potential contaminants.
- c. Hydrogeologic formations.
- d. Potential contaminant releases pathways.
- e. Preventive measures and response procedures to contamination release.
- f. Water balance determination and analysis.
- g. Opportunities for reuse of treated ground water.

10.2.11. Spill and discharge control.

- a. Types, and physical and chemical properties of hazardous materials and wastes.
- b. Categorization of levels of spills and discharges.
- c. Control procedures and protective measures.
- d. Regulatory and base spill response plans.

10.2.12 Emission control of particulates and volatile materials.

- a. Procedures for detecting and monitoring volatile and particulate emissions. The identification of the action level or criteria requiring a response.
- b. Routine and emergency response procedures for controlling contaminant emissions.

Block 10, Preparation Instructions (Continued)

10.2.13 Erosion control.

- a. Future site use.
- b. Erosion potential and estimated rate of erosion.
- c. Control technologies.

10.2.14 Asbestos abatement.

- a. Work activities required before abatement takes place. Consideration and factors affecting asbestos abatement.
- b. Procedures to be implemented for medical surveillance of personnel.
- c. Worker protection: respiratory controls and personal protective equipment requirements.
- d. Control procedures for airborne fibers.
- e. Procedures for air sampling before, during and after abatement.
- f. Decontamination of work area.
- g. Waste disposal requirements.
- h. Encapsulation applications and procedures.

10.2.15 Excavation.

- a. Site clearing and preparation.
- b. Soil excavation procedures.
- c. Soil loading process.
- d. Hauling methods.
- e. Soil stockpiling requirements or guidelines.
- f. Dewatering methods and waste water management.
- g. Backfilling procedures.
- h. Procedures for storm water management including flood protection, run-on and run-off controls, and sedimentation control.
- i. Dredging requirements and fill processes.

10.2.16 Transportation guidelines.

- a. Permitting procedures and approval authorities.
- b. Staging of materials and wastes including waste piles and containerization.
- c. Interim storage requirements.
- d. Packaging requirements.
- e. Labeling and manifesting.
- f. Procedures for documenting and record keeping.

10.2.17 Demobilization and closure.

- a. Method for certifying attainment of project goals.
- b. Decontamination methods for all project equipment and site facilities.

Block 10, Preparation Instructions (Continued)

10.2.17 Demobilization and closure.

- c. Procedures for dismantling project facilities and equipment.
- d. Procedures for well abandonment.
- e. The process for maintaining an inventory of hazardous materials remaining at the site.
- f. Disposition of project equipment.
- g. Measures taken for permanent site maintenance.
- h. Method for initiating site closure.
- i. Certification of site closure completion.
- j. Permanent deed restrictions.
- k. Post-closure maintenance.
- l. Post-closure monitoring requirements.
- m. Schedule for demobilization and closure.

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1. TITLE Environmental Health and Safety Plan (HSP)		2. IDENTIFICATION NUMBER DI-ENVR-81375	
3. DESCRIPTION / PURPOSE 3.1 The plan describes the contractor's procedures for ensuring health and safety standards. 3.2 The plan serves as the basis for validation of the health and safety standards to be implemented in accordance with 29 Combined Federal Regulation (CFR) 1910.120.			
4. APPROVAL DATE (YYMMDD) 931216	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) FIAFCEE-ESK	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable when contractors are responsible for the development of procedures for health and safety requirements. 7.3 U.S. Environmental Protection Agency (EPA) Guidance for Conducting Remedial Investigations and Feasibility Studies Under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) can be obtained from: U.S. EPA, Office of Emergency and Remedial Response, Washington DC 20460.			
8. APPROVAL LIMITATION	8a. APPLICABLE FORMS	8b. AMSC NUMBER F6974	
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference documents</u> . The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices and revision, shall be as specified in the contract. 10.2 <u>Format</u> . Contractor format acceptable. 10.3 <u>Content</u> . The HSP shall contain the following (additional information can be obtained from U.S. EPA Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA): 10.3.1 <u>Background</u> . a. Identification of site location. b. Summaries of site history. c. Conceptual site model. d. Planned activities.			
(Continued on Page 2)			
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Block 10. Preparation Instructions (Continued)

10.3.2 Organization. The organization required to support the health and safety function shall include:

- a. Description of the program and project safety organization structure.
- b. Identification of safety program members.
- c. Description of responsibilities of the safety program members.
- d. Telephone number for each safety program member.

10.3.3 Site map. The plan shall include a site map to depict all details relevant to health and safety:

- a. Identify zones of exclusion.
- b. Identify work staging areas.
- c. Identify decontamination areas.
- d. Identify location of alarms.
- e. Identify emergency response equipment locations.
- f. Identify site entrances and exits.
- g. Identify evacuation routes.
- h. Location of telephones.

10.3.4 Hazardous analysis. Identification of potential health and safety risks for each task and operation including:

- a. Site contaminants and hazardous materials that are planned for on-site use.
- b. An appendix referencing material safety data sheets for each chemical hazard.

10.3.5 Site worker training. The plan shall include a statement of each worker's Occupational Safety and Health Administration (OSHA) training status under 29 CFR 1910-120.

- a. Identification of the time, location, and subject matter of site worker training sessions.
- b. A schedule for the pre-entry briefings held prior to initiating on-site activities.

10.3.6 Personnel protection. An identification of the personal protective equipment to be used by on-site employees for each protection level that shall be required including:

- a. Equipment testing procedures and frequency.
- b. Decontamination procedures and frequency.

10.3.7 Medical surveillance. Describe the medical surveillance program to be implemented to screen and monitor site personnel.

10.3.8 Monitoring. Identify the monitoring procedures to ensure the safety of site personnel and the public including:

- a. The frequency of, and methods to be used to monitor ambient air, site personnel, and environmental media.
- b. Instrumentation, calibration, and quality control practices.
- c. Action levels associated with each monitored parameter.
- d. Information to support the action level selected.

Block 10, Preparation Instructions (Continued)

10.3.9 Site control. Identify the procedures for controlling access to restricted areas and preventing contamination of clean areas and site personnel including:

- a. Areas that require the use of personal protective equipment on a site map.
- b. The steps to be taken to ensure safe working conditions and communication among site personnel.
- c. Confined space entry procedures.

10.3.10 Emergency response. The safety practices, preparedness procedures, emergency telephone numbers and emergency response and follow-up for each site hazard identified in the HSP including:

- a. The response action appropriate to all potential emergencies, spills, or contaminant releases.
- b. Location and use of emergency response equipment, personnel, and services as well as the system for contacting response personnel in event of emergency.
- c. Identification of all regulatory agencies requiring notification of an emergency response including the system used for contacting regulatory authorities in the event of an emergency.
- d. Outline of the emergency response documentation requirements necessary in the event of an emergency.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0002/0004		B. EXHIBIT A		C. CATEGORY TDP _____ TM _____ OTHER _____ ENVR _____			
D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD			
1. DATA ITEM NO. A006		2. TITLE OF DATA ITEM ENVIRONMENTAL SAMPLING AND ANALYSIS PLAN (SAP)			3. SUBTITLE QUALITY PROGRAM PLAN - PART 2		
4. AUTHORITY (Data Acquisition Document No.) DI-ENVR-81374		5. CONTRACT REFERENCE SOW PARA 6.1, 6.2.1 G			6. REQUIRING OFFICE AFCEE/E*		
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED A		10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16	
8. APP CODE A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		14. DISTRIBUTION	
16. REMARKS Block 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				a. ADDRESSEE		b. COPIES	
				AFCEE/*			
				AFCEE/MSCD		LT LT	
				HSW/PKV*		0	
				DCMA		LT	
				SEE BLOCK 16			
				15. TOTAL →		0	
G. PREPARED BY BUCK, KATHY		H. DATE		I. APPROVED BY SEE BLOCK 16		J. DATE	
17. PRICE GROUP N/A		18. ESTIMATED TOTAL PRICE NSP				(COMPUTER GENERATED)	

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE Environmental Sampling and Analysis Plan (SAP)			2. IDENTIFICATION NUMBER DI-ENVR-81374	
3. DESCRIPTION / PURPOSE 3.1 The plan describes project activities including analytical methods, quality assurance protocols, and details of field sampling efforts. The plan provides the major component for cost estimating to complete the project activities.				
4. APPROVAL DATE (YYMMDD) 831216	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFCEE-ESK	6a. OTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable when contractors are responsible for the development of procedures for conducting sampling and analysis requirements. 7.3 U.S. Environmental Protection Agency (EPA) Guidance for Conducting Remedial Investigations and Feasibility Studies Under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) can be obtained from: U.S. EPA, Office of Emergency and Remedial Response, Washington DC 20460.				
8. APPROVAL LIMITATION	8a. APPLICABLE FORMS	8b. AMSC NUMBER F8873		
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference documents.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices and revision, shall be as specified in the contract. 10.2 <u>Format.</u> Contractor format acceptable. 10.3 <u>Content requirements.</u> The SAP shall contain the following (Additional information can be obtained from U.S. EPA Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA.): 10.3.1 <u>Field sampling.</u> a. Site background. b. Sampling objectives. c. Sample location and frequency. d. Sample designation. e. Sampling equipment and procedures. f. Sample handling and analysis. g. Field measurements. h. Field Quality Assurance/Quality Control (QA/QC) program. i. Site management and record keeping.				
(Continued on Page 2)				
11. DISTRIBUTION DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

Block 10, Preparation Instructions (Continued)

10.3.2 Quality Assurance.

- a. Project description.
- b. Project organization and responsibilities.
- c. QA objectives for measurement.
- d. Sampling protocols and sample handling.
- e. Sample custody.
- f. Calibration procedures.
- g. Analytical protocols.
- h. Data reduction, validation, and reporting.
- i. Internal quality control.
- j. Performance and systems audits.
- k. Preventative maintenance.
- l. Data assessment procedures.
- m. Corrective actions.
- n. QA reports.
- o. Laboratory QA project plan.
- p. Detection and quantitation limits.
- q. Laboratory procedures, data precision, accuracy and completeness and documentation.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</p>				
1. TITLE Quality System Plan			2. IDENTIFICATION NUMBER DI-QCJC-81449	
3. DESCRIPTION/PURPOSE 3.1 This plan is used to document the details of the contractor's quality system, including management commitment to quality, system elements, policy and practices. 3.2 This plan provides the Government contracting activity a basis for assessment of the quality system and evidence of the contractor's intent to comply with the contract quality requirements.				
4. APPROVAL DATE (YYMMDD) 95/01/16	5. OFFICE OF PRIMARY RESPONSIBILITY (OPRI) A/SMCAR-QAH	6a. DTC APPLICABLE	6b. GDSF APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable when any of the following Department of Defense Index of Specifications and Standards (DODISS) documents are cited in the contract: American National Standards Institute (ANSI) / American Society of Quality Control (ASQC) Quality Standard Q91, Q92. The International Organization of Standardization (ISO) equivalents ISO 9001, 9002. Military Specification MIL - Q-9858 or MIL - 1 - 45208. The quality system elements applicable to a specific contract will be limited to only those specified directly or by the reference in the contract.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER A7100
10. PREPARATION INSTRUCTIONS 10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and the dates of any applicable amendments, notices and revisions, shall be specified in the contract. 10.2 General. The Quality System Plan shall be in accordance with the requirements of the specific quality system or inspection system cited in the contract. The Plan shall include traceability from the quality elements of the contract to the specific contractor processes which support those elements. Additionally, quality system requirements needed to support the elements of the contract shall be fully described. 10.3 Format. Contractor format is acceptable. 10.4 Content. The plan shall include (1) a summary of the contract quality requirements and (2) a relational matrix. The relational matrix shall indicate the general relationship between the contractors quality system procedures/processes and the applicable elements (see Table 1A and 1B) of the quality documents(s) cited in the contract. The matrix, or an attachment thereto, shall also identify schedules for quality activities and tasks which must be coordinated and compatible with other schedules prepared for work under the contract, as well as include the name(s) of the person(s) responsible for accomplishment of activities and tasks. Tables 1A and 1B establish the elements of the plan based on the quality system document(s) cited in the contract. In addition, Tables 1A and 1B indicate the general relationships between the quality system elements, the quality standards and a commonly accepted internal quality system guideline, ANSFASQC 94. 10.4.1 Quality System Effectiveness. The plan shall identify the means by which the contractor will ensure quality system effectiveness and demonstrate comprehensive management and review of data, such that the results may be used to indicate trends and progress in quality of design, processes, fabrication, assembly, test and acceptance as appropriate to the contract. The plan shall describe what is measured, how often it is tracked, and who reviews and assures that appropriate action is initiated when trends are unfavorable. (continued on page 2)				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

DI-QCIC-81449

Block 7, Application/Interrelationship (Continued)

7.3 DOD activities may obtain copies of the referenced standards from DOD Single Stock Point, (ATTN: NPN-DODSSP), 700 Robbins Avenue, Bldg. 4D, Philadelphia, PA 19111-5094. All other requesters may obtain documents from the following organizations:

Copies of the ASQC standards from the American Society for Quality Control, P.O. Box 3066, Milwaukee, WI 53201-3066;

Copies of the ISO 9000 series standards from the American National Standards Institute, 11 West 42nd Street, New York, NY 10036.

Block 10, Preparation Instructions (Continued)

10.4.2 All updates shall consist of notes or changes to the plan, clearly identified as to where applicable (i.e. system element, page, paragraph, number etc.).

10.5 ¹Attachments. A copy of the contractor's quality manual which describes the ²current quality system shall be attached.

DI-QCIC-81449
Table 1A - Quality Systems Documents / Quality System Elements Comparison (DOD)

Quality System Elements (Q91)	Quality System Standards			
	ASQC Q91 (ISO 9001)	ASQC Q92 (ISO 9002)	MIL-Q-9838A	MIL-Q-9838A
Management Responsibility Organization	4.1	4.1	1.3, 1.3.6	3.1
Quality System Initial Quality Planning	4.3	4.3	1.3, 3.3	1.1, 2.1.3
Contract Review	4.3	4.3	3.3, 1.4	1.3
Design Control	4.4	N/A	4.1	3.2.4
Document Control	4.5	4.4	4.1, 3.3	3.1
Purchasing	4.6	4.3	2	3.3, 2.1.3
Purchasing Supplier Process (Q94)	4.7	4.6	7.2	3.1, 2.1.1
Product Identification and Traceability	4.8	4.7	6.1, 7.1	3.3, 2.1.2
Process Control	4.9	4.5	6.2	3.4
Inspection and Testing	4.10	4.9	6.3	3.1, 2.1.0
Inspection, Measurement, and Test Equipment	4.11	4.10	4.2, 6.2, 4.5	3.3
Inspection and Test Status	4.12	4.11	6.7	3.3
Control of Nonconforming Product	4.13	4.13	6.3	3.3, 3.3
Corrective Action	4.14	4.13	3.3	3.3
Handling, Storage, Packaging, and Delivery	4.15	4.14	6.4	N/A
Quality Records	4.16	4.13	3.4, 3.6	3.3
Internal Quality Audits	4.17	4.16	N/A	N/A
Training	4.18	4.17	N/A	N/A
Service	4.19	N/A	N/A	N/A
Statistical Techniques	4.20	4.18	N/A	N/A
Quality System Effectiveness	4.4, 4.16, 4.17	4.3, 4.16	1.4, 3.6, 4.3	3.1, 3.3

Notes:

1. ASQC Q94 is a guide for an internal quality system and also includes economics, marketing quality, and product safety/reliability
2. Document discusses "sampling", but the quality system need not be limited to this single statistical technique
3. Paragraphs to be addressed in full, including notes, as applicable
4. N/A - not addressed by this specification or standard

Table B - Quality Systems Documents / Quality System Elements Comparison (DOD)

Quality System Elements (Q91)	Quality System Standards			
	ASQC Q91 (ISO 9001)	ASQC Q92 (ISO 9002)	NIIB 3300.4 (1B)	ASQC Q94 (ISO 9004)
Management Responsibility Organization	4.1	4.1	201	4.1, 4.2, 4.3
Quality System (Quality Planning)	4.3	4.3	200, 201	4.3, 4.4, 4.5
Contract Review	4.3	4.3	202, 203	4.4, 4.5, 4.6
Design Control	4.4	N/A	205, 201, 202, 206	4.5
Document Control	4.5	4.4	200, 203	4.6
Purchasing	4.6	4.5	200 thru 204	4.7, 4.8, 4.9
Product-Related Product (QPA)	4.7	4.6	404, 1200, 1201	4.10, 4.11, 4.12
Product Identification and Traceability	4.8	4.7	400 thru 403, 681	4.13
Process Control	4.9	4.8	600, 603, 604	4.14
Inspection and Testing	4.10	4.9	581, 509, 602, 700 thru 707, 902	4.15, 4.16, 4.17
Inspection, Measuring, and Test Equipment	4.11	4.10	603, 900 thru 907	4.18
Inspection and Test Status	4.12	4.11	701, 705, 1000	4.19
Control of Nonconforming Product	4.13	4.12	545, 804, 801	4.20
Corrective Action	4.14	4.13	800 thru 806, 907	4.21
Handling, Storage, Packaging, and Delivery	4.15	4.14	200, 310, 302	4.22
Quality Records	4.16	4.15	1104, 1101, 1103	4.23
Internal Quality Audits	4.17	4.16	304, 706	4.24
Training	4.18	4.17	203, 309	4.25
Service	4.19	N/A	N/A	4.26
Statistical Techniques	4.20	4.18	303, 304, 307, 1200, 1201	4.27
Quality System Effectiveness	4.4, 4.16, 4.17	4.2, 4.16	304, 307	4.4, 4.5, 4.6, 4.7, 4.8

Notes:

1. ASQC Q94 is a guide for an internal quality system and also includes economics, marketing quality, and product safety/reliability.
2. Document discusses "sampling", but the quality system need not be limited to this single statistical technique.
3. Paragraphs to be addressed in full, including notes, as applicable.
4. N/A - not addressed by this specification or standard.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0002/0004		B. EXHIBIT A		C. CATEGORY TOP _____ TM _____ OTHER _____ MISC _____			
D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD			
1. DATA ITEM NO. A008		2. TITLE OF DATA ITEM ENVIRONMENTAL COMMUNITY RELATIONS PLAN			3. SUBTITLE N/A		
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-81361			5. CONTRACT REFERENCE SOW PARA 6.2.1		6. REQUIRING OFFICE AFCEE/E*		
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED A		10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16	
8. APP CODE A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		14. DISTRIBUTION	
16. REMARKS Block 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				a. ADDRESSEE		b. COPIES	
				AFCEE/*			
				AFCEE/MSCD		LT LT	
				HSW/PKV*		0	
				DCMA		LT	
				SEE BLOCK 16			
				15. TOTAL →		0	
G. PREPARED BY BUCK, KATHY			H. DATE		I. APPROVED BY SEE BLOCK 16		
J. DATE							
17. PRICE GROUP N/A		18. ESTIMATED TOTAL PRICE NSP					

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

Environmental Community Relations Plan

2. IDENTIFICATION NUMBER

DI-MISC-81361

3. DESCRIPTION/PURPOSE

3.1 The Environmental Community Relations Plan describes the contractor's plan for informing interested and concerned parties and residents about the environmental restoration activities in their area

4. APPROVAL DATE (YYMMDD)

930826

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

F/AFCEE-ESK

6a. DTIC APPLICABLE

6b. GPOEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

F6957

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The environmental community relations plan shall outline the specific public communication and involvement technique in coordination with remedial site activities. The plan includes:

10.2.1 Overview of the activities. The activities for the implementation of the community relations program.

10.2.2 Base description. Base location and sites, including site maps.

10.2.3 Base point of contact for community relations. The individual responsible as the base point of contact including title, address and phone number.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0002/0004		B. EXHIBIT A		C. CATEGORY TOP _____ TM _____ OTHER _____ MGMT _____			
D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD			
1. DATA ITEM NO. A009		2. TITLE OF DATA ITEM TECHNICAL AND MANAGEMENT WORK PLAN			3. SUBTITLE ISEE BLOCK 16		
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81117			5. CONTRACT REFERENCE SEE BLOCK 16		6. REQUIRING OFFICE AFCEE/E*		
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED A		10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16	
8. APP CODE A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		14. DISTRIBUTION	
16. REMARKS BlockS 3, 4, 5 and 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				a. ADDRESSEE		b. COPIES	
				AFCEE/*			
				AFCEE/MSCD		LT LT	
				HSW/PKV*		0	
				DCMA		LT	
				SEE BLOCK 16			
				15. TOTAL →		0	
G. PREPARED BY BUCK, KATHY			H. DATE		I. APPROVED BY SEE BLOCK 16		
J. DATE							
17. PRICE GROUP N/A		18. ESTIMATED TOTAL PRICE NSP					

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE TECHNICAL AND MANAGEMENT WORK PLAN		1. IDENTIFICATION NUMBER DI-MGMT-81117		
3. DESCRIPTION/PURPOSE 3.1 The Technical and Management Work Plan describes the contractor's plan to implement the Statement of Work (SOW) tasking provided via delivery order or task order.				
4. APPROVAL DATE (YYMMDD) 901219	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) ASOR-SEP-A	6a. DTIC APPLICABLE	6b. GDSF APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID may be used on any contract which is delivery order oriented.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER A6003	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The plan shall be submitted in a contractor devised and Government approved format which conforms to the following: 10.1.1 <u>Identification</u> . The plan shall identify the contractor's name, contract number, title and number of the delivery or task order, security classification of the plan, name of contract monitor, and the Government office issuing the tasking. 10.1.2 <u>Descriptive material</u> . The plan shall include descriptive material, system diagrams, sketches, photographs, tables, forms, graphs, worksheets, charts, drawings, etc., as required. 10.1.3 <u>Page size</u> . The plan shall be typewritten or printed on 8 1/2 x 11 inch paper. The pages shall be sequentially numbered and securely bound together. As necessary, graphic material may be one-way foldouts. All attachments shall be identified and referenced in the text. Each section and paragraph shall be numbered. 10.1.4 <u>Table of contents and index</u> . Plans of more than 30 pages in length shall contain a table of contents. <div style="text-align: right;">(Continued on Page 2)</div>				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

Block 10, Preparation Instructions (Continued)

10.1.5 Legibility. The document shall be legible and reproducible.

10.2 Content. The plan shall include information necessary to substantiate

the contractor's approach to completing the delivery or task order and information necessary for the Government to assess the soundness of the contractor's approach. The plan shall contain the following:

10.2.1 Organizational structure. The plan shall include a description of the contractor's organizational structure and assignment of functions, duties, and responsibilities which will be assigned in support of the tasking. Additionally, the plan shall identify the contractor's procedures, policies, and reporting requirements established to initiate, monitor, control, complete, and report on activities required of the delivery or task order.

10.2.2 Organizational interfaces. The plan shall describe all interfaces between the contractor and the Government and between the contractor and other contractors or subcontractors which are necessary to complete the assigned tasking. This shall include a description of the applicable responsibilities and functional relationships between those organizations.

10.2.3 Methodology. The plan shall include a narrative description clearly defining the technical approach (or method) including tools, standards, and procedures to be used by the contractor to accomplish the delivery or task order. All documentation, activity, or decisions required from the Government or other Government contractor shall be identified.

10.2.4 Personnel. The plan shall identify the names and types of personnel assigned to accomplish the delivery or task order. The plan shall show how the combination of people assigned to each task provides a sufficient knowledge or experience base for that task. This includes identifying any special education, training, experience, or skills of these individuals. Also, any special administrative support requirements shall be identified.

10.2.5 Security. The plan shall identify any special or unique security requirements resulting from the delivery or task order.

10.2.6 Schedule. The plan shall include a milestone chart(s) graphically depicting the schedule of events associated with the delivery or task order. The level of detail shall be sufficient to clearly show how each subtask shall be performed. This includes:

Block 10, Preparation Instructions (Continued)

- a. Contractor activities.
- b. Contractor deliverances (interim and final), including briefings (if required).
- c. Other program milestones as appropriate (including Government input in 10.2.3 above).
- d. Periodic milestones to allow adequate Government review of contractor progress.

10.2.7 Resources chart. The plan shall include a resources chart that graphically and numerically identifies the contractor's total planned manhour level of effort (LOE) and LOE by month for each subtask identified in the delivery or task order. Proposed monthly subtask manhours shall be broken out by labor category in support of the delivery or task order.

10.2.8 Travel. The plan shall include a list of the travel requirements that shall include the following for each trip:

- a. Company or Government agency visited.
- b. Location.
- c. Number of travellers by labor category.
- d. Trip duration.

10.2.9 Contractor requested data. The plan shall include the contractor's best assessment of any additional data required by the contractor. This list shall be as detailed as possible and shall include document titles, responsible Government organizations, and responsible Government contractors. The criticality of each data required shall be identified.

10.2.10 Deliverables. The plan shall include a brief description of the contents of each deliverable to be provided as a result of the delivery or task order.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</p>				
1. TITLE			2. IDENTIFICATION NUMBER	
Environmental Operation and Maintenance (O&M) Plan			DI-ENVR-81378	
3. DESCRIPTION / PURPOSE				
3.1 The environmental O&M plan describes the contractor's plan to cover both implementation and long-term maintenance of remediation sites.				
4. APPROVAL DATE (YYMMDD)		5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)		6a. DTIC APPLICABLE
931216		F/AFCOE-ESK		6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP				
7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.				
7.2 This DID is applicable to the acquisition of environmental services when contractors are responsible for the planning of operation and maintenance of facilities closed after environmental activities.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
				F6977
10. PREPARATION INSTRUCTIONS				
10.1 <u>Format</u> . Contractor format is acceptable.				
10.2 <u>Content</u> . The plan shall summarize the following:				
<ul style="list-style-type: none"> a. Brief description of site remedial activities and waste management. b. Description of technology for long-term operation and maintenance. c. Near-term and long-term O&M. d. Closure and post closure activities. e. Level of manpower requirement to include technical qualifications. 				
10.3 <u>Specific content requirements</u> .				
10.3.1 <u>Description of normal O&M</u> .				
<ul style="list-style-type: none"> a. Tasks for prescribed treatment or operating conditions. b. Schedule of frequency. 				
(Continued on Page 2)				
11. DISTRIBUTION				
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Block 10, Preparation Instructions (Continued)

10.3.2 Potential O&M problems.

- a. Description and analysis of potential problems.
- b. Sources of information regarding problems.
- c. Common and anticipated remedies.

10.3.3 Routine monitoring and laboratory testing.

- a. Description of monitoring tasks.
- b. Description of required laboratory testing and interpretations.
- c. Quality assurance and control of samples collection and analysis.
- d. Monitoring frequency and date and when monitoring will terminate.

10.3.4 Factors affecting health and safety.

10.3.5 Description of equipment.

- a. Equipment identification.
- b. Installation of monitoring components.
- c. Equipment maintenance.
- d. Replacement schedule for equipment and installed components.

10.3.6 Records and reporting mechanisms.

- a. Daily operating logs.
- b. Laboratory records.
- c. Records of operating costs.
- d. Emergency incident reporting procedures.
- e. Personnel and maintenance records.
- f. Periodic reports to federal environmental protection agencies and state agencies.

USAPPC V3.00

DATA ITEM DESCRIPTION	2. IDENTIFICATION NO(S).	
	AGENCY	NUMBER
1. TITLE <div style="text-align: center;">Status Report</div>		DI-MGMT-80368
3. DESCRIPTION / PURPOSE 3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.	4. APPROVAL DATE 870608	
	5. OFFICE OF PRIMARY RESPONSIBILITY G/T213	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATION	
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 It is not intended that all the requirements herein should be applied to every program. Portions of this DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project. 7.3 This DID is related to DI-FNCL-80331, "Funds and Man-Hour Expenditure Report" which can be used in conjunction with this report if Block 10 paragraph 10.2.2.3 below is deleted. 7.4 This DID supersedes DI-A-5004A, DI-A-5008A, DI-A-5028, and DI-E-509B.	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)	
	MCSI NUMBER(S) G4130	
10. PREPARATION INSTRUCTIONS 10.1 Format. The Status Report may be in contractor format. 10.1.1 Identification. The data indicated below shall be contained on a title page or on the first page of the report. <ul style="list-style-type: none"> a. Title/identification of the system/component/program/project. b. Type of report (e.g., monthly, interim, final) c. Period covered by the report. d. Contract number. e. Preparing activity or contractor's title. f. Security classification, when required. g. Distribution Statement. 10.1.2 Page Size. The report shall be on 8 1/2 by 11 inch (metric A4) paper. 10.2 Content. The report shall contain the following: 10.2.1 Summary. The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of effort, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions. 10.2.2 Body of Report. The Status report shall contain the following items, where applicable: 10.2.2.1 Milestone/Task Status. The status of each milestone/task as defined by the statement of work or contract, as applicable:		

Status Report (Cont'd)

Block 10 PREPARATION INSTRUCTIONS (Cont'd)

- a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include updated schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.
- b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.
- c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.
- d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.
- e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.
- f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.
- g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.
- h. Significant results of conferences, trips, or directives from the Contracting Officer's representatives.
- i. Any other information which may cause significant changes in the program schedule.

10.2.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

10.2.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

10.2.2.4 Contract deliveries status. The status of each deliverable end item, including data deliveries, as required by the contract. Provide item and contract identification, shipping/transmittal data; acceptance status, security classification, and scheduled due date information.

10.2.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION			Form Approved OASD No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE Site Survey Report (SSR)			2. IDENTIFICATION NUMBER DI-MISC-81381	
3. DESCRIPTION / PURPOSE 3.1 The SSR documents the findings of the contractor's site survey. The SSR is used to identify any discrepancies between conditions described by the contract and actual on-site conditions.				
4. APPROVAL DATE (YYMMDD) 940125	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/CSPO-PGLB	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 The SSR is applicable to any acquisition of telecommunications equipment. 7.3 This DID supersedes DI-S-30601.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER F5982	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format.</u> Contractor format is acceptable. 10.2 <u>Content.</u> The report shall contain the following: 10.2.1 <u>Title page.</u> The title page shall contain the following information: <div style="margin-left: 40px;"> a. Title. b. Contract data requirements list data item number. c. Base name. d. Identification of project. e. Contract number. f. Contractor. g. Date. </div>				
(Continued on Page 2)				
11. DISTRIBUTION DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

Block 10, Preparation Instructions (Continued)

10.2.2 Table of contents. The table of contents shall identify all paragraphs and the corresponding page number.

10.2.3 Introduction. The introduction shall contain the following information:

- a. Purpose.
- b. Location.
- c. Dates of survey.
- d. Personnel contacted.

10.2.4 Results. The results section shall be the main body of the report. It shall contain a complete listing of the contractor's findings. This section shall include a summary of all anticipated minor construction required, findings on cable routes, and distances, and findings on availability of existing manholes and ducts. This shall also include a list of circuits and demarcation points which have not been finalized or which require additional coordination with end users. This section shall fully document and explain any other findings concerning on-site conditions in this section.

10.2.5 Conclusions and recommendations. This section shall summarize the results of the survey and present conclusions. The conclusion shall also identify any discrepancies between the contract and survey results. This section shall contain any recommendations the contractor has based on the survey. Any actions required from the government by the contractor shall be noted here.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0002/0004		B. EXHIBIT A		C. CATEGORY TDP _____ TM _____ OTHER _____ DRPR _____			
D. SYSTEM/ITEM WORLDWIDE ENV RESTORATION AND CO		E. CONTRACT/PR NO. F41624-03-R-8046		F. CONTRACTOR TBD			
1. DATA ITEM NO. A013		2. TITLE OF DATA ITEM ENGINEERING DRAWINGS		3. SUBTITLE DESIGN PLANS			
4. AUTHORITY (Data Acquisition Document No.) DI-DRPR-80651		5. CONTRACT REFERENCE SOW PARA 6.2.2 O		6. REQUIRING OFFICE AFCEE/E*			
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED A		10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16	
8. APP CODE A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		14. DISTRIBUTION	
16. REMARKS Block 6: "*" will be specified in each task order. Blocks 10, 11, 12, & 13: Submissions and dates will be as specified in each task order. Blocks 14 & 15: "*" will be specified in each Task Order. Additional addresses and/or quantities of required copies will be specified in each task order. Block I: Signature authority is evidenced by Contracting Officer signature on the basic contract award document. Individual task orders shall have signatures. Block J: On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.				a. ADDRESSEE		b. COPIES	
				AFCEE/*			
				AFCEE/MSCD		LT LT	
				HSW/PKV*		0	
				DCMA		LT	
				SEE BLOCK 16			
				15. TOTAL →		0	
G. PREPARED BY BUCK, KATHY		H. DATE		I. APPROVED BY SEE BLOCK 16		J. DATE	
17. PRICE GROUP N/A		18. ESTIMATED TOTAL PRICE NSP		(COMPUTER GENERATED)			

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE

ENGINEERING DRAWINGS

1. IDENTIFICATION NUMBER

DI-DRPR-80651

3. DESCRIPTION/PURPOSE

3.1 The Engineering Drawings are the documentation necessary to satisfy the Government's requirements of Level 1 (Conceptual and Developmental Design); Level 2 (Production Prototype and Limited Production); and Level 3 (Production), as defined in DOD-D-1000.

4. APPROVAL DATE (YYMMDD)

880718

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

N/SEA 5523

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This data item description (DID) contains the format and content preparation instructions for engineering drawings generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable only to contracts for acquiring items via a military specification, prepared in accordance with MIL-STD-961, where it is necessary to specify detailed technical content requirements. It should be used in lieu of DI-E-7031 for these types of contracts.

(Continued on Page 2)

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

N4494

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 General content and format. Level 1, 2 or 3 Engineering Drawings and Associated Lists shall meet the requirements of DOD-D-1000 and as defined on the DD Form 1423, Contract Data Requirements List, in accordance with the Ordering Data (paragraph 6.2) of DOD-D-1000, as attached or included in the contract or order.

10.3 Technical content. Technical content shall be in accordance with the Appendix entitled "Engineering Drawings Technical Content Requirements" contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DI-DEPR-80651

Block 7. Application/Interrelationship (Continued)

7.3 The applicable military specification containing the technical content for the engineering drawings shall be stated in Block 16 of the DD Form 1423, Contract Data Requirements List.

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE Real Property Facilities - As Built Drawings		2. IDENTIFICATION NUMBER DI-MISC-81489	
3. DESCRIPTION/PURPOSE 3.1 As-built drawings are the construction drawings modified and annotated to reflect the actual completed construction effort. They are used as part of the permanent real property facility record for operation, maintenance, modification, space utilization, and planning activities related to the facility.			
4. APPROVAL DATE (YYMMDD) 950731	5. OFFICE OF PRIMARY RESPONSIBILITY F/ESC-CE	6a. DTIC APPLICABLE	6b. GPOF APPLICABLE
7. APPLICATION/INTERRELATIONS 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID may be applied in any program phase where the acquisition requires facility construction, alteration, or modification. 7.3 This DID supersedes DI-S-30575.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMEC NUMBER F7134	
10. PREPARATION INSTRUCTIONS 10.1 Content. The as-built drawings shall accurately reflect the condition of all real property facilities, as constructed, installed, and erected. This shall include any differing site conditions and all modifications/alterations made to the original contract drawings during the course of construction and/or installation. When changes from the original construction contract documents are not extensive, reproducible construction contract drawings may be revised to show as-built conditions. The title "as-built" shall be clearly marked on the as-built drawings, above the title block, and the words, "Final Revision" shall be inserted in the title block. 10.2 Format. Drawings shall be in accordance with professional engineering and drafting standards and practices. Drawings shall be in the following forms: 10.2.1 Reproducible drawings. Reproducible drawings shall be full scale, clear, and legible, and shall be on 0.003 or 0.004 inch thick archival quality, double matte, transparent standard commercial polyester drafting film, using ink specifically designed for this material. Sheet size shall be either "D" size (22"x34") or "E" size (34"x44"). Reproducible drawings shall not be folded.			
(continued on Page 2)			
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.			

Block 10, Preparation Instructions (Continued)

10.2.2 Electronic Computer-Aided Design (CAD) Files. Graphic digital file formats and media shall be as specified on the DD Form 1429. Dissimilar items of information shall not be contained in the same file (Example: Mechanical and Electrical Plans). Files shall include digital representations of all drawings which are submitted as well as any supporting files, such as cell/block libraries, plotting set-up files, user menus, and similar graphic files.

10.2.3 Full-scale non-reproducible copies. Full scale non-reproducible copies shall be clear, legible, and in accordance with commercial industry standards.

10.2.4 Reduced-size non-reproducible copies. Reduced size non-reproducible copies shall be clear, legible, and in accordance with commercial industry standards. Reduced size copies of drawings shall be clearly marked to indicate they are printed at a reduced size (Example: D/B: "D" denotes the original size and "B" denotes the reduced size).